



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

June 11, 2020

## DIVISION MEMORANDUM

DM No. 149, s. 2020

### ACTIVATION OF MICROSOFT OFFICE 365 FOR REGULAR PERSONNEL IN THE DIVISION AND SCHOOLS

**To:** Assistant Schools Division Superintendent, CID/SGOD Chiefs, Public School District Supervisors, Elementary/Secondary School Principals, School Teaching and Non-Teaching Personnel, All Others Concerned


- In line with the implementation of OUA Memo 14-0320-0703 dated March 2, 2020 re: Office 365 Identity and Account Management for Regional, Division and School Employees, this office initiated a step by step procedure on activating the Microsoft Office 365 accounts for Regular Personnel in the Division and schools, both teachers and non-teaching.
- Activated Office 365 Suite account/s enables personnel to use Microsoft which includes, but not limited to:
  - MS Office Suite : includes Word, Excel, Powerpoint and One Note
  - MS Office Teams: a chat based collaboration tool for group interaction
  - MS One Drive : cloud file storage
  - MS Sharepoint : a web based collaborative platform that integrates with MS Office
- Personnel who will receive a notification message through their **ACTIVE** DepEd Email shall follow the activation procedure. (See Enclosure 1)
- Those who will not receive a notification message shall be included on the second batch of activation and will be informed thru a Memorandum.
- For immediate and strict compliance.

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

ict/wbp06/11/2020  
DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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DEPED - QUEZON ICT UNIT U P L O A D E D	
Date/Time: <b>JUNE 15, 2020</b>	
By: <b>Cristell</b> 2:15 P.M.	
Ref. No.: <b>DM 149, s. 2020</b>	



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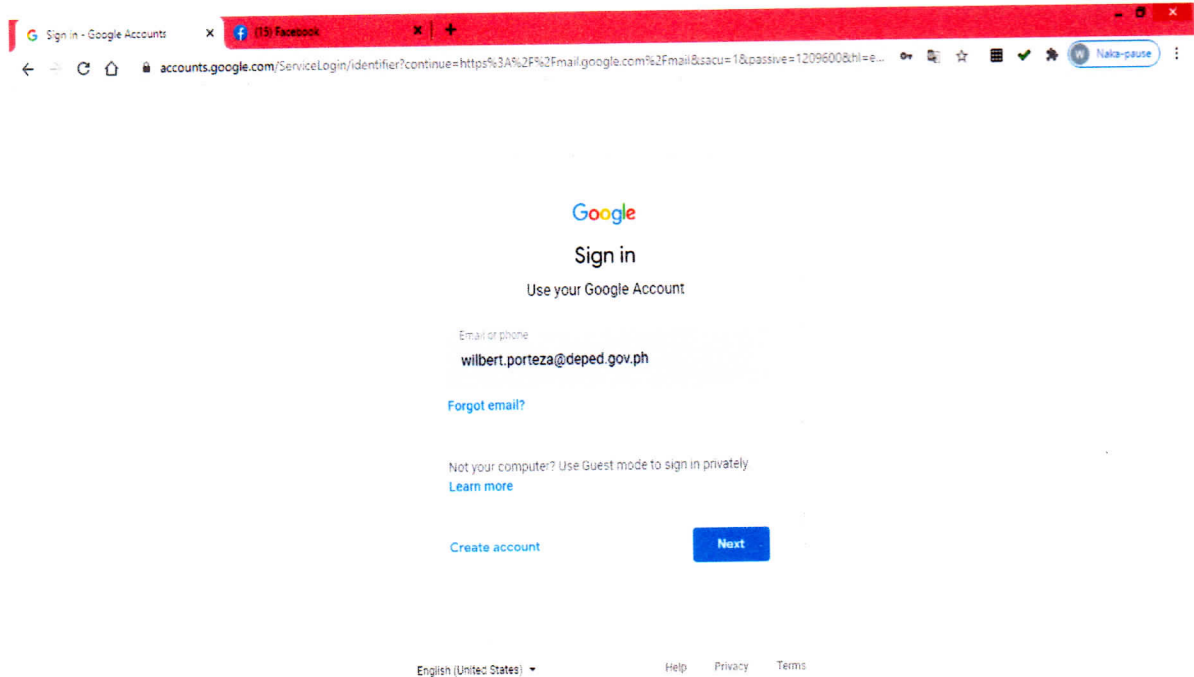
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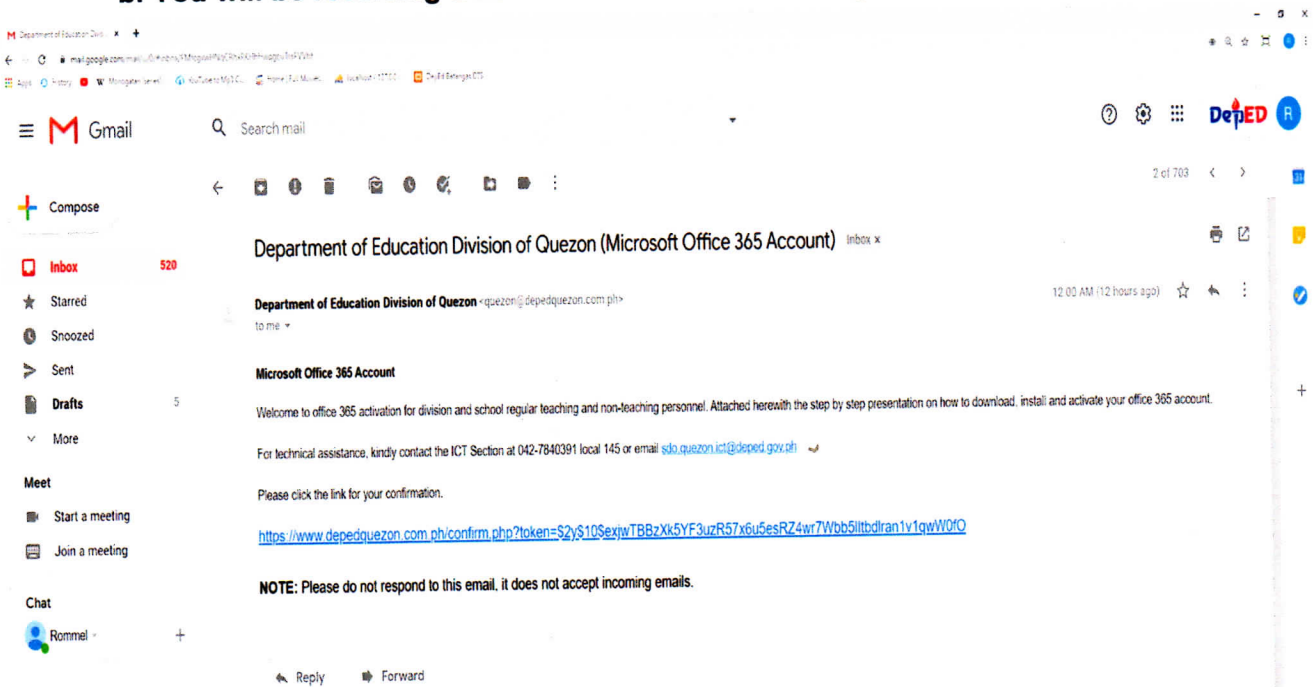
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## Enclosure I : Step by step procedure on activation on Microsoft Office 365 Account

### a. Go to <https://www.gmail.com> and sign in you deped email account



### b. You will be receiving a new email with the following details



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Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)



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c. Click on the confirmation link, to process your MS Office 365 activation.

d. On this page, the deped email and your temporary password will appear. But you need to download first the step by step instruction to guide you on this process.





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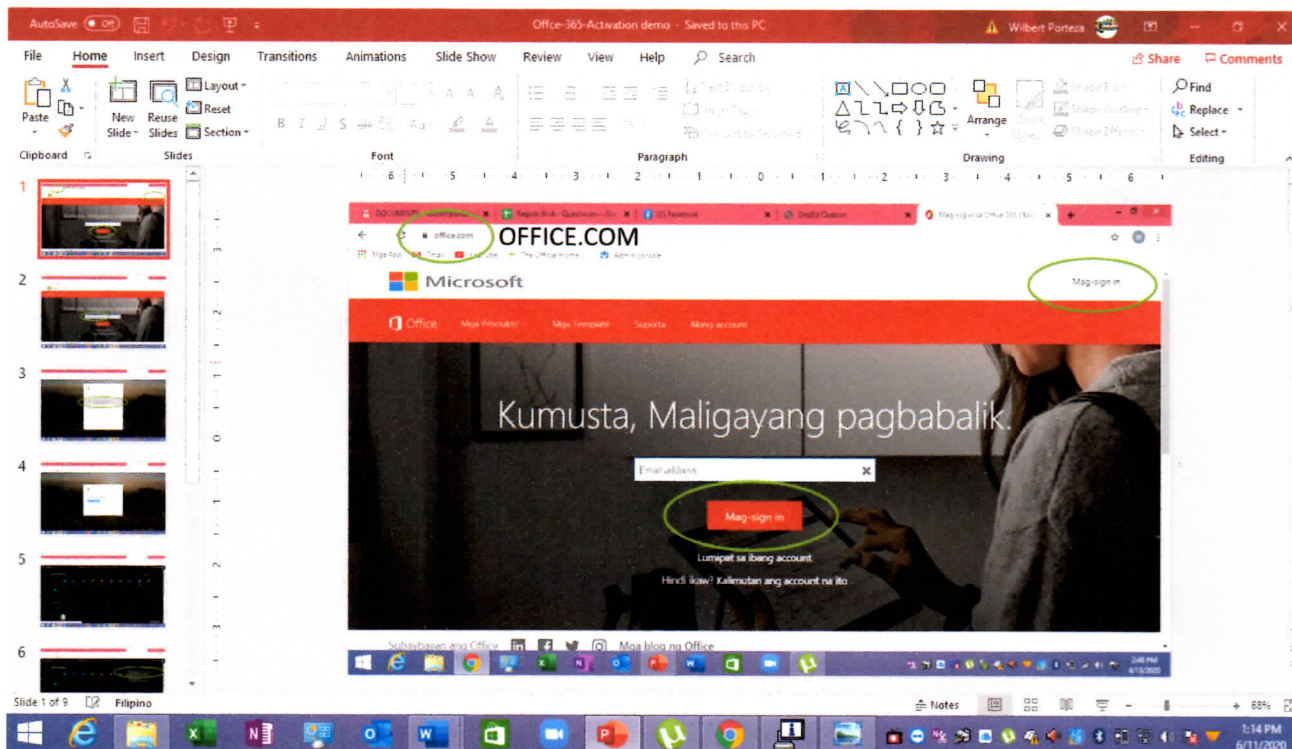
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- e. Follow the 9 slides presentation simultaneously in preparing your Microsoft Office 365 in your gadgets like Tablet, Smart Phone/s, PC and Laptop. For the Division Personnel, kindly ask the assistance of your IT Officer. For the School Personnel kindly ask the assistance of your District or School ICT for some technical problems.





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Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO** 14-0320-0703

### MEMORANDUM

02 March 2020

**For: DepEd ARMM Regional Secretary  
All Regional Directors  
All Schools Division Superintendents**

**Attention: Regional and Division Information Technology Officers  
Regional and Division Administrative Officers  
in charge of Human Resources (HR)**

**Subject: OFFICE 365 IDENTITY AND ACCOUNT MANAGEMENT FOR  
REGIONAL OFFICE, DIVISION OFFICE AND SCHOOL  
EMPLOYEES**

The Department of Education, with its thrust in improving governance by providing tools that allow communication and collaboration, continues the provisioning of Microsoft Office 365 (O365) accounts for the regular employees of this department.

Regular personnel from the Regional Offices, Division Offices and schools will be provided with their respective Office 365 accounts. The Information and Communications Technology Service (ICTS) will lead the provisioning of the O365 accounts.

Regional and Division IT Officers, together with their respective Administrative Officers in charge of HR will take the lead in the validation of employee records in their respective Regional Offices, Division Offices, and schools. The new form and procedure supersede all previous validation lists and procedures. Please see **Annex 1. Office 365 Account Management** for the procedure. Regional and Division IT Officers will receive the Office 365 credentials of the employee records they validated.

The format of the account management form is strictly followed. Please see **Annex 2. Template and Format Guide**.



**Office of the Undersecretary for Administration (OUA)**

*(Administrative Service (AS), Information and Communications Technology Service (ICTS),  
Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support  
Services (BLSS), Region Teachers' Camp (RTC), Central Security & Safety Office (CSSO))*

Each region and division may identify and implement their own validation and distribution processes, as they see fit, following rules and regulations on data privacy.

All employees, at all levels of the organization, must ensure the safekeeping of their respective Office 365 credentials. Employees are also prohibited from sharing their accounts to other individuals or organizations and utilizing the Office 365 accounts of other employees.

For concerns or questions, the Information Technology Officers and Administrative Officers may contact **support.accounts@deped.gov.ph**.

For immediate and appropriate action.

**ALAIN DEL B. FASCUA**  
Undersecretary



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## Annex 1. Office 365 Identity and Account Management

### ICTS

1. Create O365 Account Management Form in OneDrive using Excel Online
2. This form supersedes previously shared validation lists.
3. Email link of the account management form to Regional and Division Offices.
4. Download O365 Account Management Form every Monday 8 AM.
5. Create, update, delete and reset passwords of records that conform to the format guide.
6. Provide the Office 365 credentials of the employee to the ITO for distribution thru the account management form every Monday 12 PM.
7. Update the status of the record in the O365 Account Management Form to **For Release**.

### REGIONAL OFFICE

#### Regional Offices

1. O365 Account Management Form will contain all employees who have been provided O365 accounts.
2. For employees who are not yet in the list, add them to the list with accurate and complete personnel information: First Name, Middle Name, Last Name, Extension Name, Plantilla Position Title, Region, Office, DepEd Email Address
  - i. If employee has no DepEd email, issue DepEd email account in G Suite for Education first.
3. Indicate **Action Required** and **Date of Action** of each record following this guide:
  - i. **For Creation** – Tag if this record needs to be issued an O365 account
  - ii. **For Updating** – Tag if any of the personnel information has changed and needs to be updated in the Active Directory
  - iii. **For Password Reset** – Tag if the account requires a password reset for his/her O365 account
  - iv. **For Deletion** – Tag if this record pertains to an employee who has retired or resigned.
  - v. **Released** – Tag if the account has been given to the actual employee
4. Distribute the account credentials of users who have been issued new Office 365 account credentials and tag the account as **Released**.
5. ITOs shall implement distribution process of Office 365 credentials to employees within 25 days after receipt of accounts and temporary passwords.



## **DIVISION OFFICE**

### **Division Offices**

1. O365 Account Management Form will contain all employees who have been provided O365 accounts.
2. For employees who are not yet in the list, add them to the list with accurate and complete personnel information: First Name, Middle Name, Last Name, Extension Name, Plantilla Position Title, Region, Division, Office, School (if applicable), School ID (if applicable), DepEd Email Address
  - i. If employee has no DepEd email, issue DepEd email account in G Suite for Education first
3. Indicate **Action Required** and **Date of Action** of each record following this guide:
  - i. **For Creation** – Tag if this record needs to be issued an O365 account
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4. Distribute the account credentials of users who have been issued new Office 365 account credentials and tag the account as **Released**.
5. ITOs shall implement distribution process of Office 365 credentials to employees within 25 days after receipt of accounts and temporary passwords.





## Annex 2. Template and Format Guide

Modification of the template provided, creation of additional sheets or deletion of sheets is strictly not allowed. All validation must be done in the shared spreadsheet and sending via email or other means are not allowed.

Region	Division	Office	First Name	Last Name	Extension Name	Plantilla Position	DepEd Email	O365 Account	Temporary Password	Action Required	Date of Action
Region X	Cagayan de Oro City	123456	Juan	Dela Cruz	Jr	Teacher III	juan.delaacruz026@deped.gov.ph	juan.delaacruz026@r10.deped.gov.ph	Dep12345	Released	02/23/2020
Region X	Cagayan de Oro City	123455	Antonio	Recarte		Head Teacher I	antonio.recarte@deped.gov.ph	antonio.recarte@r10.deped.gov.ph	Key94229	For Release For Password Reset	02/19/2020 02/25/2020
Region X	Cagayan de Oro City	Division Office	Mariano	Gomez		Administrative Aide I	mariano.gomez@deped.gov.ph	mariano.gomez@deped.gov.ph	56c0412	For Deletion For Creation	02/25/2020 02/25/2020
Region X	Cagayan de Oro City	Division Office	Francisco	Dagohoy	III	Administrative Aide I	francisco.dagohoy@deped.gov.ph	francisco.dagohoy@deped.gov.ph	Five68021		
Region X	Cagayan de Oro City	345235	Teresa	Magbanua		Teacher I	teresa.magbanua@deped.gov.ph				
Region X	Cagayan de Oro City	395581	Teodoro	Asedillo		Teacher II	teodoro.asedillo@deped.gov.ph				

Figure 1. O365 Account Management Form

1. Region
  - a. Correct: Region I, Region IV-A, NCR
  - b. Incorrect: Region 1, Ilocos Region, CALABARZON, National Capital Region
2. Division
  - a. Correct: Guimaras, Negros Oriental, Maasin City
  - b. Incorrect: SDO Guimaras, Province of Negros Oriental, City Schools Division of Maasin
3. First Name
4. Last Name
5. Extension Name
  - a. Correct: Jr., Sr., III
  - b. Incorrect: Junior, sr, 3
6. Plantilla Position
  - a. Correct: Administrative Assistant III, Head Teacher III
  - b. Incorrect: ADAS III, Admin. Assistant III, Administrative Assistant 3, HT3, OSEC-DECSB-HTEACHH3-346750-2019
7. Office
  - a. Correct: Regional Office, Division Office, School ID (123456, 345678)
  - b. Incorrect: RO, DO, School, CID Office of the Division Chief, SGOD, San Roque Elementary School
8. DepEd Email
  - a. Correct: An existing DepEd email in GSuite ending in @deped.gov.ph
  - b. Incorrect: A non-existent DepEd email in GSuite, personal emails from other providers like Gmail, Outlook, Yahoo

**Entries that do not conform with the format guide will not be processed. Templates other than what has been provided will not be accepted and processed.**

